

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: May 9, 2016
CC: All Departments



Town Administrator: This past week's activities included a meeting with the Waste Management Facility staff and a representative from Waste Management Company to review the procedures for handling single stream recycling. On Tuesday all department heads met for the May meeting. Wednesday included meetings with the Recreation staff regarding records retention, a meeting with Planning Board Chair Scott Bartlett, Donna Kuethe and Town Engineer Ray Korber to discuss the site plan review for the improvements to States Landing. On Thursday I attended the NH Government Finance Officer's Conference along with Finance Director Heidi Davis, and the weekly Select Board meeting in the evening. This week I will be out of the office on Wednesday and Thursday attending the Primex Risk Management conference and returning for the regular Select Board meeting on Thursday evening. On Thursday the CIPC will meet at 10 a.m. and the annual States Landing Beach and Park Clean Up/Green Up with an update presentation, 9 a.m. to noon on Saturday May 14th. Have a great week everyone!

Finance: Nothing to report this week.

Assessor: Nothing to report this week.

Tax Collector: We received the report from the abstractor regarding the results of the mortgagee searches, updated our records and entered the information into the tax program. We prepared and mailed 91 mortgagee notices by certified mail, return receipt requested. The notices are required by law and informs mortgage holder of liens placed on properties for unpaid 2015 real estate taxes. Once the costs were posted into the system we then prepared and mailed 115 courtesy notices to property owners reminding them that a lien was placed on their property. We reviewed new transfers, credits and exemptions, as well as lots that were subdivided or merged in preparation for the upcoming first 2016 Warrant and list.

Town Clerk: Nothing to report this week.

Public Works & Facilities: Nothing to report this week.

Moultonborough Police Department: The Moultonborough Police Department recorded 399 log entries, which included the following calls for service, 33 motor vehicle stops, 4 assists to Fire/EMS, 0 Directed Patrols, 0 arrests, 1 complaint, 1 MV Accident, 3 MV Complaints, 4 residential alarms, 1 commercial alarm and 1 K-9 complaint.

Training: May 4 & 5th, Sgt. P. Beede attending NIBRS training. May 3rd - 5th, Det. John is attended Photography school.

Moultonborough Fire Department: Year to date there has been 257 calls for emergency service. For the period of 4/29/16 to 5/05/16 there were 8 calls for service: (3) Medical Emergencies, (1) Extrication from machinery call, (1) Motor Vehicle Accident, (2) Power Line Calls, and (1) Good Intent Call.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 6:00 minutes

Overall Average Manpower per incident: 4 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 4:30 min.

Overall Average Day Time Manpower per incident: 3 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 7:30 minutes

Overall Average Night/Weekend Manpower per incident: 4 Firefighters/Incident

Operations: 4/29 - Chief Bengtson attended a presentation in Gilford sponsored by the LRMFA on measuring the cost for fire and emergency services presented by Chief Steven Achilles of the Portsmouth Fire Department. 4/30 - Chief Bengtson attended a LRMFA Fire Chief's workshop in New Hampton that focused on fireground operational issues and sharing resources. 5/2 - 5/4 Firefighter Gravelle attended a class at the NH Fire Academy on investigating electrical appliance fires. 5/2 - Monthly Staff Officer's meeting was conducted. 5/3 - Chief Bengtson attended the monthly Department Head staff meeting at Town Hall. 5/3 - Chief Bengtson attended the LRMFA Executive Committee meeting and Wildland Apparatus training session at the White Mountain Nation Forest Headquarters in Campton. 5/4 - Lt. Woods and Firefighter Searles worked with Lakes Region Fire Apparatus to perform annual pump testing for Engine 1,2,3,4 and Rescue 3. All apparatus successfully passed the tests, pumping at their rated capacities. 5/5 - Lt. Barbara Beede attended Concord Hospital Trauma conference. 5/5 - Chief Bengtson attended a Safe Schools meeting at Moultonborough Academy. 1 Fire permit issued, 1 Request for information, 1 Occupancy inspection, 1 Oil burner permit issued, 1 Oil burner inspection.

Office of Development Services Planning: Nothing to report this week.

Human Services: Nothing to report this week.

Recreation Department: This week, MRD will venture to Boston's Little Italy for a North End Food Tour, on Tuesday, May 10. After the walking tour, participants will have time to explore the area on their own. On Saturday, May 14, MRD will host the annual "Clean Up, Green Up" at State's Landing Beach. Rec. staff, members of the Board of Selectmen, and neighbors of the area will get together to rake and clean the beach area. The event will wrap up with a BBQ, while an update on the progress for the future plan of the area will be presented. Information on the Granite State Track program was distributed through MCS last week. Registrations for this program are now open. The program begins on May 24. The T/Ball and Softball program is off to a great start. The season will continue through June 4.

Important Dates to Remember

Board of Selectmen's Meeting, May 12, 2016, 7 PM

States Landing Beach Clean-Up & Green-UP, May 14, 2016, 9 AM to Noon

Board of Selectmen's Meeting & Public Hearing RSA 79-D, May 19, 2016, 7 PM

Board of Selectmen's Work Session, May 26, 2016, 4 PM

Staff Meeting, Tuesday – June 7, 2016, 9 AM